

**SECRET**

*Personnel*  
28 OCT 1963

MEMORANDUM FOR: Director of Personnel  
Director of Security  
Chief, Medical Staff

SUBJECT : Reporting Employee Emergencies

1. For several years we have been using a system of reporting employee emergencies by telephone, as the emergencies occur, to this Office and to the Office of the Executive Director as well as to other interested components of the Agency. I am told that each of you has a separate and, in some cases, a somewhat more formalized system for having emergencies reported to you. For the most part, I am sure that these systems work entirely satisfactorily. There are, however, times when the system of telephone communication to this Office and to the Office of the Executive Director does not completely serve its purpose to everyone's satisfaction. With a view toward improving our average for customer satisfaction, I have had a form developed for use by each of your offices in reporting employee emergencies simultaneously to this Office, the Office of the Executive Director, the Office of the other Deputy Director concerned, and individual supplementary distribution as determined by the originator which might include, for example, the Assistant to the Director for public information.

2. I have no desire to disturb your existing internal reporting systems nor to superimpose a new system over them. The objective is to provide a method somewhat more systematized than a series of telephone calls to permit simultaneous reporting to all interested parties. Using this form, whichever of your offices receives information about an employee emergency first would complete the required number of copies of the form and distribute them immediately and simultaneously through the pneumatic tube system. Incidents which occur during the night but are not serious enough to warrant rousing the interested party should be reported on this form first thing the following morning in time for the information to be received no later than 0845. A few examples of the kind of thing I have in mind may illustrate the purpose:

a. Recently an employee who was supposed to be away for the weekend visiting relatives turned up in a Midwest jail. This information came to the Agency via the Office of Security. To report this information using the new form, the Security Officer who received the information would complete the attached form in enough copies to

**SECRET**

notify the Deputy Director (Support), the Executive Director, the Deputy Director of the component to which the employee was assigned, the Director of Personnel, and the Assistant to the Director. If the information had been received by the Office of Security during the night, the form would have been completed and dispatched by pneumatic tube to the addressees at 0830 in the morning.

b. A senior employee enrolled in an OTR course given at the Headquarters building became suddenly ill, and the Medical Staff was summoned immediately. In this case, the Medical Officer would have completed the form, without divulging any professional confidence, and had it distributed by pneumatic tube immediately to the Executive Director, the Deputy Director (Support), the Director of Personnel, and the Deputy Director of the component to which the employee was assigned. In this case, there would be no need to notify the Director of Security or the Assistant to the Director.

c. An employee suffered a heart attack while off duty and away from the Headquarters building. The Office of Personnel was the first component to receive the report of this incident. The new form would be completed by the Office of Personnel in enough copies to make simultaneous distribution to the Executive Director, the Deputy Director (Support), the Deputy Director concerned, and the Chief, Medical Staff. In this case, notification to the Director of Security and the Assistant to the Director would be discretionary and decided according to the facts and specific circumstances of the incident.

The Office of Personnel has a supply of these forms and will make them available upon request. Until we have some experience with the use of these forms and introduce refinements which will, no doubt, be desirable, the general rule of thumb should be: when in doubt--report. Meanwhile, if you have any questions please discuss them with [ ] who can be reached on [ ]

Unless you have some specific objection I would like to start using this new system immediately.

Signed

L. K. White  
Deputy Director  
(Support)

**Attachment:**

**Report of Employee Emergency Form**

SA-DD/S:RHW:fmf (25 Oct 63)

Distribution:

Original: D/Per, Release 2004/05/05 : CIA-RDP84-00780R000300060005-0

1 - D/Sec w/att

1 - DD/Sec w/att

DD/S Subject w/att  
1 - Ek. Dir. w/att

**SECRET**

25X1

25X1

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## REPORT OF EMPLOYEE EMERGENCY

DATE OF REPORT

TIME OF REPORT

NAME OF EMPLOYEE

AGE

GRADE

MARITAL STATUS

OFFICE OF ASSIGNMENT

LOCATION

POSITION

SUMMARY OF AVAILABLE INFORMATION

ACTION ALREADY TAKEN

FOLLOW-UP ACTION

PREPARED BY

RELEASED BY

NAME

NAME

OFFICE

EXTENSION

OFFICE

EXTENSION

DISTRIBUTION

EXECUTIVE DIRECTOR

DEPUTY DIRECTOR (SUPPORT)

DEPUTY DIRECTOR ( )

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FORM 10-63 901a

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Exec Asst/DPers  
5E56 Hqrs

EXTENSION

NO.

DATE

26 Sep 63

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Exec Asst/DDS  
7D24 Hqrs

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Per our conversation, I have drafted a memorandum and reporting form to establish a procedure for notifying senior officials of employee emergencies.

As I understand the requirement, Colonel White wants a sort of "morning report" of such events which would go concurrently to the offices listed on the form or, at a minimum, to him, the Executive Director, and the Deputy Director concerned.

I have assumed that this reporting system would be in addition to the working level network already established among the offices concerned and that its principal purpose is to notify the senior people of important emergencies or those which will attract attention.

I have gone over this briefly with Mr. Echols but have not coordinated it with Medical or Security. If you wish, I will be glad to do so.

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ADMINISTRATIVE - INTERNAL USE ONLY

D R A F T

MEMORANDUM FOR: Chief, Medical Staff  
Director of Personnel  
Director of Security

SUBJECT : Reporting Employee Emergencies to Senior Officials

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1. [ ] establishes procedures for reporting employee emergencies and assigns primary responsibility for coordinating notifications and follow-up action to the Director of Personnel. I believe that the working level contacts and procedures which have been developed among your offices to ensure prompt and appropriate action are effective and should be maintained. However, I am not satisfied that our present system adequately provides for prompt and current notification to senior officials of incidents of urgency and importance.

2. The attached form has been designed for trial use to improve reporting of such incidents to senior officials. This report should be prepared upon initial receipt of information concerning an employee emergency whether or not all items of information are available. Significant omissions can be supplied in supplemental reports. In the case of emergencies arising during the normal working day, the report should be prepared and released as soon as possible. Emergencies arising during the night should be reported not later than 0845 the following morning. I suggest that each of you designate a senior officer on your staff to be notified of emergencies reported to your office and to be responsible for the preparation and release of such reports.

3. In view of the responsibilities now assigned to the Director of Personnel in this area, I would expect most of these reports to originate in his office. However, there may be special situations in which extreme urgency dictates that they originate with the Chief, Medical Staff or the Director of Security. Wherever they originate, each of you should ensure that the others receive a copy of each report issued. A small supply of forms will be sent to

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE -- INTERNAL USE ONLY

you by the Office of Personnel. Larger supplies will be obtained after the trial form has been tested in practice.

I. K. White  
Deputy Director (Support)

Distribution:

2 - Each addressee

ADMINISTRATIVE -- INTERNAL USE ONLY

(TO BE PRINTED  
ON YELLOW STOCK)

S-E-C-R-E-T  
(When Filled In)

REPORT OF EMPLOYEE EMERGENCY

<u>THIS COPY TO:</u>	<u>DISTRIBUTION</u>	<u>TUBE STATION</u>
____ Executive Director	____	BX-3
____ Deputy Director (Support)	<u>  X  </u>	BX-4
____ Inspector General	____	DX-2
____ Chief, Medical Staff	<u>  X  </u>	DX-5
____ Director of Personnel	<u>  X  </u>	FX-2
____ Director of Security	<u>  X  </u>	FX-1
____ Deputy Director (            )	____	____
____ Assistant to the DCI	____	____
____ (Colonel Grogan)	____	____
____	____	____

Date:

Time:

Employee's Name:

Office of Assignment:

Location:

Position Title and Grade:

Age:

Marital Status:

Number of Children:

Summary of Available Information:

Action Already Taken:

Follow-Up Action:

Prepared by:  
(Name, office,  
extension)

Released by:  
(Name, office,  
extension)



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T

**MEMORANDUM FOR:**

**SUBJECT : Proposed Employee Emergency Reports to  
DDS**

1. The Deputy Director (Support) has expressed the wish that he be notified more frequently of emergency incidents affecting Agency employees.

2. [ ] Office of Personnel, drafted an Agency Notice and procedures for the Office of Personnel to prepare and submit to the DDS the majority of such Employee Emergency Reports and proposing that the Medical Staff and Office of Security prepare and submit reports on employee emergencies coming within their spheres of responsibilities. [ ] of Forms Management collaborated on the form and report details.

3. As a point of departure, the procedure planning used the format, experience, and success of the Office of Security Incident Report (Form No. 1798) prepared for years by the Night Security Officers as a prompt morning report to Security Officials. The existing procedure in the Night Security Office includes immediate notification to [ ] Office of Personnel, Benefits and Casualty Division, concerning information on all deaths and serious accidents of Agency employees.

4. The proposals and forms developed by [ ] and the others were coordinated within the Office of Security. Specifically, the following officials were consulted:

[ ]  
Executive Officer  
Assistant DD(ISO)  
Chief, Physical Security Division

STAT

[Redacted Box] Deputy Chief, Building Security Br.  
Night Security Section  
Chief, Personnel Security Division  
Chief, Security Research Staff  
Records Management Officer

5. Consideration was given to consolidating the Incident Report and Employee Emergency Report procedures and forms. Such consolidation was found to be impractical and is not recommended because the Night Security Office responsibilities and activities cover much more than employee incidents and such security coverage requires different handling and reporting. Substantive comments and proposals from the Security Officials include:

1. Have available a separate cover sheet to be used occasionally with certain "EYES ONLY" Employee Emergency Reports.

2. Provide for inclusion of a Defense Classification on completed forms since names and components will be used.

3. Continue the current practice of NSO reporting to the Office of Personnel all employee incidents they act upon. The Office of Personnel should determine the need for an Employee Emergency Report and prepare it if required.

4. The Office of Security like the Medical Staff and Office of Personnel also should provide the DDS with reports on Employee Emergencies that come within their jurisdiction or responsibilities.

5. Information copies of reports submitted the DDS should be exchanged among these three components intimately concerned with employee well-being.

6. Distribution of the reports should be kept to an absolute minimum.

7. Each recipient establish a restricted file for such reports and limit access to the reports among employees with an actual "need-to-know."

8. Hastily drawn reports with incomplete information available at the moment could mislead and should be used with caution. Perhaps such a pre-printed admonition would be advisable.